

**321—24.28(231D) Participant documents.**

**24.28(1)** A file for each participant shall be maintained at the program and shall contain:

*a.* Admission record, including participant's name, birth date, and home address; identification numbers; date of admission; name, address and telephone number of health professional(s); diagnosis; and names, addresses and telephone numbers of family members, friends or other designated people to contact in the event of illness or an emergency;

*b.* Application forms;

*c.* Initial evaluations and updates;

*d.* Nutritional assessment as necessary;

*e.* Initial individual service plan and updates;

*f.* Signed authorizations for permission to release medical information, photos, or other media information as necessary;

*g.* Signed authorization for the participant to receive emergency medical care if necessary;

*h.* When appropriate, medical information sheet, documentation of health professional, treatment, therapy, medication and service notes;

*i.* Advance health care directives as applicable;

*j.* A complete copy of the participant's contractual agreement including any updates;

*k.* Written acknowledgment that the participant or the participant's legal representative, if applicable, has been fully informed of the participant's rights;

*l.* Copy of guardianship, power of attorney, conservatorship or other documentation of a legal representative as necessary.

**24.28(2)** The program records relating to a participant shall be retained for a minimum of three years after the transfer or death of the participant before the records are destroyed.

**24.28(3)** All records shall be protected from loss, damage and unauthorized use.